

Basic Week (3 hours 40 minutes)

(Facebook personal profiles, business pages, ads, live and Instagram)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Facebook personal profiles	<ul style="list-style-type: none"> Engage w/ client and potential lists on FB (5 min.) Post once to your FB personal profile (5 min.) 	<ul style="list-style-type: none"> Engage w/ client and potential lists on FB (5 min.) Leave 3-5 FB voice messages (birthdays) (5 min.) 	<ul style="list-style-type: none"> Engage w/ client and potential lists on FB (5 min.) Post once to your FB personal profile (5 min.) 	<ul style="list-style-type: none"> Engage w/ client and potential lists on FB (5 min.) Leave 3-5 FB voice messages (birthdays) (5 min.) 	<ul style="list-style-type: none"> Engage w/ client and potential lists on FB (5 min.) Post once to your FB personal profile (5 min.) 	<ul style="list-style-type: none"> Engage w/ client and potential lists on FB (5 min.) Leave 3-5 FB voice messages (birthdays) (5 min.)
Facebook business page	<ul style="list-style-type: none"> Boost 1-2 posts (\$5-10 each) (5 min.) 	<ul style="list-style-type: none"> Schedule the next 5-7 days of posts for your FB business page (30 minutes) 	<ul style="list-style-type: none"> Boost 1-2 posts (\$5-10 each) (5 min.) 	<ul style="list-style-type: none"> Monitor and create FB ads as needed (30 minutes) 	<ul style="list-style-type: none"> Create 1 FB Live (5 min.) 	<ul style="list-style-type: none"> Boost 1-2 posts (\$5-10 each) (5 min.)
Instagram	<ul style="list-style-type: none"> Post one photo to Instagram – engage w/ 5 people (5 min) 	<ul style="list-style-type: none"> Create one Instagram Story (5 min) 	<ul style="list-style-type: none"> Post one photo to Instagram – engage w/ 5 people (5 min) 	<ul style="list-style-type: none"> Create one Instagram Story (5 min) 	<ul style="list-style-type: none"> Post one photo to Instagram – engage w/ 5 people (5 min) 	<ul style="list-style-type: none"> Create one Instagram Story (5 min)
Follow up and content creation	<ul style="list-style-type: none"> Respond to any comments (5 min.) 	<ul style="list-style-type: none"> Respond to any comments (5 min.) Create graphics needed for the week (10 min.) 	<ul style="list-style-type: none"> Respond to any comments (5 min.) 	<ul style="list-style-type: none"> Respond to any comments (5 min.) Create graphics needed for the week (10 min.) 	<ul style="list-style-type: none"> Respond to any comments (5 min.) 	<ul style="list-style-type: none"> Respond to any comments (5 min.)
	Total time: 25 min.	Total time: 60 min.	Total time: 25 min.	Total time: 60 min.	Total time: 25 min.	Total time: 25 min.